



Field Types Explained: Configure User Profile Fields

Introduction

From the Admin side of the People application you can create new user profile fields.

These fields can then be chosen to display in different areas of the Intranet or not, depending on your aims.

When adding a new user profile field there are various types available that are appropriate for certain types of data collection.

This guide will run through all types available and give an example of each can be used for to aid you in choosing the appropriate field for the outcome you desire.

Please note: You can choose to apply permissions to any of these fields to enable certain users/roles/groups to see them or update them. The ideas given for each field type in this guide are just examples of how they can be used without any permission restrictions. The most appropriate purpose for each which best suits your company will be up to you to decide upon and implement. Permissions can be applied to any fields you deem necessary to suit your best practices with employee information.

Getting started

Head to Applications > Admin > People > Configure user profile fields

Admin / People Control Panel

Users Power users Roles Groups Password policy

Name: [Search]

Photo	Full name	Role	Group	Dummy User Account	Assigned	Spare
	Abigail Clark	none	Human Resources, Company, Learning and Development	Yes	Yes	<input type="checkbox"/>
	Alan Metcalfe	none	Sales, Company	Yes	No	<input type="checkbox"/>
	Alison Kelly	none	Human Resources, Company	Yes	Yes	<input type="checkbox"/>
	Amelia Jackson	none	Human Resources, Company	Yes	Yes	<input type="checkbox"/>
	Anne Wilkins	Managers	Professional Services, Company	Yes	No	<input type="checkbox"/>

Utilities

- Add a new user
- Export users
- Add/update from CSV file

Configuration

- General configuration
- Configure user profile fields**
- Configure Skills

From this area (image below) you can see all the current user profile fields created in your Intranet (Green box)

You can change which of these appear in other sections of your site using the tabs on the right (Purple box)

Right now, we are going to add a whole new field so will be clicking on 'Add new field' button (Red Box)

Admin / People Control Panel / Configure user profile fields

All user profile fields

Title	Key	Type	Special view permissions	Special edit permissions	Action
ID	id	int	No	No	
Account state	intranetuser	varchar	No	No	
Username	username	varchar	No	No	
Password hash	password	varchar	No	No	
First name	firstname	varchar	No	No	
Surname	surname	varchar	No	No	
User code	user_code	varchar	No	No	
Company	company	varchar	No	No	
Job Title	job_title	varchar	No	No	
Email	emailad	varchar	Yes	No	
Notification method	notification_method	int	No	No	
Extranet area	ex_area_id	int	No	No	

+ Add new field

Change field list and order for

- Main users list
- "View profile" page
- "Edit My profile" page
- Advanced search form
- Users list for people admin
- "Edit profile" page in admin area

Permissions

- Permissions for viewing fields
- Permissions for editing fields

Field Types

From the 'add new field' screen the type dropdown lists all fields available in Claromentis.

claromentis

What are you looking for?

04:05

Admin / People Control Panel / Configure user profile fields / Field properties

Title

Key

This Key is the metadata field's internal name used in searching and user import.
Key should contain only letters, numbers and "-".

Type: String

Show as: Medium Textarea

Default value

Repeatable

Visible even if no value

Mandatory

Display this field on

- "View profile" page
- "Edit My profile" page
- "Edit profile" page in admin area
- Main users list
- Users list for people admin
- Advanced search form

Field visibility

Standard (selected) Special Advanced

No permissions, usual field visible to everyone according to configuration.

Add new

- String
- Long text
- Integer
- Checkbox
- Datetime
- Date
- Date (no year)
- Select (options)
- Multi-select
- Reference to document
- Hyperlink
- User select
- Indicator (text and image)
- File upload
- Image upload
- Address

Depending on the type that is selected different options will be given in the 'show as' field.

This denotes how the field will appear to the user when being filled in.

Optional aspects to consider if appropriate for your field:

Default Value - The information entered here will appear in your field on the front end before a user types anything in. This can be a helpful guide to show the user what kind of information they should be typing in.

Repeatable - Gives the option to add an extra field of the same configuration underneath the first instance on a profile. Up to 5 maximum for most fields types. Helpful if you wish to add multiple hyperlinks to a profile you can do so by repeating the field rather than creating a whole new one.

Visible even if no value - If selected your field will appear in the areas chosen even if nothing has been typed into it.

Mandatory - A red asterisk will appear next to this field and the user must fill it in otherwise they cannot save their profile page. Useful for important information you need every user to add and have on their profile.

Display this field on - You can choose any combination of Intranet areas listed that your field is going to show on by ticking the boxes.

For each field type listed in this guide there is an accompanying image (click to enlarge)

In each visualisation the numbers denote:

1. Configuration of field when in 'add new field area'
2. How field type appears to user filling it in on their profile
3. How field appears on user profile from the front end

- String

Used for text based inputs and likely the most commonly used field type on user profiles.

The options for showing this on the front end are as a single line, small text area or medium text area.

The one you select will depend on how much information you want/require the user to type into the field.

e.g. Use the string field to allow users to enter their own address.

This likely requires more than one line of data entry so you can set this to display as a medium text field giving the user more room to enter their details.

1

The screenshot shows a web interface for configuring user profile fields. The breadcrumb trail at the top reads: Admin / People Control Panel / Configure user profile fields / Field properties. The configuration form includes the following fields:

- Title:** A text input field containing the word "Address".
- Key:** A text input field containing "address_text". Below this field is a note: "This Key is the metadata field's internal name used in searching and user import. Key should contain only letters, numbers and '-'".
- Type:** A dropdown menu currently set to "String".
- Show as:** A dropdown menu currently set to "Medium Textarea".
- Default value:** An empty text input field.

☐ Repeatable
☒ Visible even if no value
☐ Mandatory

Display this field on
☒ "View profile" page
☒ "Edit My profile" page
☒ "Edit profile" page in admin area
☐ Main users list
☐ Users list for people admin
☒ Advanced search form

Field visibility
☒ Standard ☐ Special ☐ Advanced
 No permissions, usual field visible to everyone according to configuration.


Save changes

2






Address

Suites 1 & 2,
 6th Floor Vantage Point,
 New England Rd,
 Brighton,
 BN1 4GW

People / Profile



Claromentis Administrator
 System Administrator

[Profile](#)
[Thanks \(0\)](#)

Address

Suites 1 & 2,
 6th Floor Vantage Point,
 New England Rd,
 Brighton,
 BN1 4GW

Endorsements
 No endorsements yet

3

- Long text

This field type allows text based input that is best suited to fields that desire longer passages of text as answers.

The 'show as' options here are a small, medium or large text area dependant on how long you wish users responses to be.

e.g. Use the long text field to allow users to freely write about their career details or interests.

1

Title	<input type="text" value="Career details"/>
Key	<input type="text" value="usr_career"/>
This Key is the metadata field's internal name used in searching and user import. Key should contain only letters, numbers and "_"	
Type	<div>Long text</div>
Show as	<div>Small Textarea ✓ Medium Textarea Large Textarea</div>
Default value	<div></div>
<input type="checkbox"/> Repeatable <input type="checkbox"/> Visible even if no value <input type="checkbox"/> Mandatory	
Display this field on	<input checked="" type="checkbox"/> "View profile" page <input checked="" type="checkbox"/> "Edit My profile" page <input checked="" type="checkbox"/> "Edit profile" page in admin area <input type="checkbox"/> Main users list <input type="checkbox"/> Users list for people admin <input type="checkbox"/> Advanced search form
Field visibility	<input checked="" type="radio"/> Standard <input type="radio"/> Special <input type="radio"/> Advanced No permissions, usual field visible to everyone according to configuration.
<div>Save changes</div>	

2

Career details	<div>Sed ipsum purus, cursus quis mauris a, accumsan sodales quam. Morbi pellentesque lacinia velit, sit amet aliquam ipsum laoreet quis. Etiam et dolor eu libero mollis vestibulum. Vivamus fermentum metus magna, in laoreet sem suscipit vehicula. Praesent</div>
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Claromentis Administrator

System Administrator



Profile

Thanks (0)

Address	Suites 1 & 2, 6th Floor Vantage Point, New England Rd, Brighton, BN1 4GW
Landline	+44 0800 409 6101
Preferred contact method	Email
LinkedIn	claromentis-ltd
Twitter	claromentis

Endorsements

No endorsements yet

Career details

Sed ipsum purus, cursus quis mauris a, accumsan sodales quam. Morbi pellentesque lacinia velit, sit amet aliquam ipsum laoreet quis. Etiam et dolor eu libero mollis vestibulum. Vivamus fermentum metus magna, in laoreet sem suscipit vehicula. Praesent sed felis at metus placerat maximus et at purus. Phasellus varius hendrerit tincidunt. Maecenas ac risus vitae magna suscipit aliquet. Nam non massa in nulla dignissim varius at at quam. Duis semper non dui a ornare. Suspendisse sit amet turpis dui. Nunc bibendum quis massa sed tincidunt. Cras quis gravida felis. Mauris id leo nec quam varius lobortis a non lorem. Duis vel odio interdum eros porta laoreet. Suspendisse augue lorem, pellentesque ornare erat at, dignissim accumsan lorem.

3

- Integer

This field type allows numerical characters to be entered only.

The sole option for display on the front end is for a single line of text input.

e.g. Use this field type to hold each users employee number

(You could also use a string type field to achieve this if special characters are required in the employee number and not strictly numerical values)

1

Admin / People Control Panel / Configure user profile fields / Field properties

Title Employee Number

Key employee_number

This Key is the metadata field's internal name used in searching and user import.
Key should contain only letters, numbers and "-"

Type Integer

Show as Text input (single-line)

Default value

- ☐ Repeatable
- ☐ Visible even if no value
- ☒ Mandatory

Display this field on

- ☒ "View profile" page
- ☒ "Edit My profile" page
- ☒ "Edit profile" page in admin area
- ☐ Main users list
- ☒ Users list for people admin
- ☐ Advanced search form

Field visibility ☒ Standard ☐ Special ☐ Advanced

No permissions, usual field visible to everyone according to configuration.

Add new

2

Employee Number* 856292

People / Profile



Claromentis Administrator

System Administrator


[Profile](#) [Thanks \(0\)](#)

Employee Number 856292

Address Suites 1 & 2,
6th Floor Vantage Point,
New England Rd,
Brighton,
BN1 4GW

Endorsements

No endorsements yet

Career details

Sed ipsum purus, cursus quis mauris a, accumsan sodales quam. Morbi
pellentesque lacinia velit, sit amet aliquam ipsum laoreet quis. Etiam et
dolor eu libero mollis vestibulum. Vivamus fermentum metus magna, in

3

- Checkbox

This field type is a box that can be selected (ticked) or deselected (blank) by users in response to what the field name is asking of them.

A ticked box will appear as a 'yes' on the front end and a deselected box as a 'no'

e.g. Use this field type to promote whether a user is available for weekend work

1

Admin / People Control Panel / Configure user profile fields / Field properties

Title Available for weekend work?

Key available_for_weekend_work_

This Key is the metadata field's internal name used in searching and user import.
Key should contain only letters, numbers and "_"

Type Checkbox

Show as Checkbox

Default value ☐

☐ Repeatable

☐ Visible even if no value

☐ Mandatory

Display this field on

- ☒ "View profile" page
- ☒ "Edit My profile" page
- ☒ "Edit profile" page in admin area
- ☐ Main users list
- ☐ Users list for people admin
- ☐ Advanced search form

Field visibility ☒ Standard ☐ Special ☐ Advanced


No permissions, usual field visible to everyone according to configuration.






Add new

2

Available for weekend work? ☒

People / Profile

 **Claromentis Administrator**
System Administrator

[Profile](#) [Thanks \(0\)](#)

Employee Number	856292	Endorsements
		No endorsements yet
Address	Suites 1 & 2, 6th Floor Vantage Point, New England Rd, Brighton.	Career details
		Sed ipsum purus, cursus quis mauris a, accumsan sodales quam. Morbi

BN1 4GW

Landline

+44 0800 409 6101

Available for weekend work?

Yes

3

LinkedIn

claromentis-ltd

Twitter

claromentis

pellentesque lacinia velit, sit amet aliquam ipsum laoreet quis. Etiam et dolor eu libero mollis vestibulum. Vivamus fermentum metus magna, in laoreet sem suscipit vehicula. Praesent sed felis at metus placerat maximus et at purus. Phasellus varius hendrerit tincidunt. Maecenas ac risus vitae magna suscipit aliquet. Nam non massa in nulla dignissim varius at at quam. Duis semper non dui a ornare. Suspendisse sit amet turpis dui. Nunc bibendum quis massa sed tincidunt. Cras quis gravida felis. Mauris id leo nec quam varius lobortis a non lorem. Duis vel odio interdum eros porta laoreet. Suspendisse augue lorem, pellentesque ornare erat at, dignissim accumsan lorem.

- Date time/Date/ Date (no year)

These three fields will all appear as date picker's on the front end so for this field type only images 2 & 3 will be given.

The granular configuration of each is slightly different based on what information they will require to be entered.

- Date time will ask the user to select a date but also enter a time e.g. when a qualification was gained (likely used in conjunction with another field above it)

Interests

porttitor tortor ut vehicula sagittis. Praesent mollis aliquet ligula, at elementum ligula tincidunt ac. Morbi suscipit fringilla lobortis. Aliquam erat volutpat. Ut vel lorem vel orci iaculis sagittis. Donec tempus est quis ultricies.

LinkedIn

claromentis-ltd

Twitter

claromentis

Certified date of qualification

27-11-2019

02:00

Update My Profile

3

Certified date of qualification

27-11-2019 02:00

- Date will ask the user to select a date and the year will also show on the front end e.g. use this to show a users start date at the company

Date of Birth

08-07-1990

Interests

tincidunt
dimentun
ut porttit
illamcorp

LinkedIn

Twitter

Date Started

21-11-2019

2

3

Date Started

21 November 2019

- Date (no year) offers a date to be selected but the year will not show on the front end ever e.g. useful to log users birthdays but not reveal their age to other users

The screenshot shows a user profile form with fields for Mobile, Interests, LinkedIn, Twitter, and Date of Birth. A date picker is open for the Date of Birth field, showing the month of February. The date '7 Nov' is displayed in the field below the date picker. A green circle with the number '2' is next to the date picker, and a green circle with the number '3' is next to the date field.

- Select (options)

This field type allows several answers to be entered in response to the field name prompt.

A user selects one of these which then appears on the front end.

The 'show as' options are for answers to display in a drop down or as radio buttons when a user is making their choice.

Regardless of the design option chosen the answer will appear in the same format on a user's profile from the front end.

e.g. Use this field type to confirm a users preferred contact method

The screenshot shows the 'Configure user profile fields' interface. The field is titled 'Preferred contact method' with the key 'usr_pref_contact'. The field type is 'Select (options)' and the 'Show as' option is set to 'Radiobuttons'. The values are 'Call Landline', 'Call Mobile', 'Email', and 'In-System Message'. The field is also marked as 'Repeatable', 'Visible even if no value', and 'Mandatory'. The field is displayed on the 'View profile', 'Edit My profile', 'Edit profile', and 'Main users list' pages.

☒ Advanced search form

Field visibility ☒ Standard ☐ Special ☐ Advanced

No permissions, usual field visible to everyone according to configuration.

Save changes


2






Date of Birth -- None --
Call Landline
Call Mobile
✓ Email
In-System Message
Skype

Or

Preferred contact method ☐ -- None -- ☐ Call Landline ☐ Call Mobile ☒ Email ☐ In-System Message ☐ Skype

People / Profile

 **Claromentis Administrator**
System Administrator

[Profile](#) [Thanks \(0\)](#)

Employee Number	856292	Endorsements	No endorsements yet
Address	Suites 1 & 2, 6th Floor Vantage Point, New England Rd, Brighton, BN1 4GW	Career details	Sed ipsum purus, cursus quis mauris a, accumsan sodales quam. Morbi pellentesque lacinia velit, sit amet aliquam ipsum laoreet quis. Etiam et dolor eu libero mollis vestibulum. Vivamus fermentum metus magna, in laoreet sem suscipit vehicula. Praesent sed felis at metus placerat maximus et at purus. Phasellus varius hendrerit tincidunt. Maecenas ac risus vitae magna suscipit aliquet. Nam non massa in nulla dignissim varius at at quam. Duis semper non dui a ornare. Suspendisse sit amet turpis dui. Nunc bibendum quis massa sed tincidunt. Cras quis gravida felis. Mauris id leo nec quam varius lobortis a non lorem. Duis vel odio interdum eros porta laoreet. Suspendisse augue lorem, pellentesque ornare erat at, dignissim accumsan lorem.
Landline	+44 0800 409 6101		
Preferred contact method	Email 3		
Available for weekend work?	Yes		
LinkedIn	claromentis-ltd		
Twitter	claromentis		

- Multi-select (options)

This field type allows several answers to be entered in response to the field name prompt (as with the select field above)

However with this field type the user can select multiple responses to appear on the front end.

The 'show as' options are for answers to display in a list (multi-select) or as checkboxes.

Regardless of the design option chosen the answers will appear in the same format on a user's profile from the front end.

e.g. Use this field type to confirm a which locations a user is available to work at

1

Admin / People Control Panel / Configure user profile fields / Field properties

Title	Branch locations available to work for
Key	branch_locations_available_to_work_for

This Key is the metadata field's internal name used in searching and user import.
Key should contain only letters, numbers and "_"

Type

Multi-select

Show as

Multiple Select

Values

London
York
Brighton
Crawley

Insert available options, separated by a new line.

Default value

- ☐ Repeatable
- ☐ Visible even if no value
- ☐ Mandatory

Display this field on

- ☒ "View profile" page
- ☒ "Edit My profile" page
- ☒ "Edit profile" page in admin area
- ☐ Main users list
- ☒ Users list for people admin
- ☐ Advanced search form

2

Branch locations
available to work for

London
York
Brighton
Crawley
Southend

or

Branch locations
available to work for

- ☒ London
- ☐ York
- ☒ Brighton
- ☒ Crawley
- ☐ Southend

People / Profile



Claromentis Administrator
System Administrator



HR Tool



Profile



Thanks (0)

Address

Suites 1 & 2,
6th Floor Vantage Point,
New England Rd,

	Brighton, BN1 4GW
Landline	+44 0800 409 6101
Preferred contact method	Email
LinkedIn	claromentis-ltd
Twitter	claromentis
Branch locations available to work for	London, Brighton, Crawley

3

- Reference to document

This field type offers a document picker for the user to select a file from the documents application which appears on their profile.

This only comes in one 'show as' form which is the picker box.

Once on a user profile from the front end, the blue 'I' when clicked will take the user to the document preview in the application and clicking the title will download the file.

Please note: if users don't have permissions to view the document it cannot be selected and any other user visting the profile wont be able to download/see it without permissions either.

e.g. use this field type to attribute qualifications or certificates to a user's profile

1

Admin / People Control Panel / Configure user profile fields / Field properties

Title	First aid certificate accreditation
Key	first_aid_certificate_accreditation
	<small>This Key is the metadata field's internal name used in searching and user import. Key should contain only letters, numbers and "_"</small>
Type	Reference to document
Show as	Document Selector
	<input type="checkbox"/> Repeatable <input type="checkbox"/> Visible even if no value <input type="checkbox"/> Mandatory
Display this field on	<input checked="" type="checkbox"/> "View profile" page <input checked="" type="checkbox"/> "Edit My profile" page <input checked="" type="checkbox"/> "Edit profile" page in admin area <input type="checkbox"/> Main users list <input checked="" type="checkbox"/> Users list for people admin

☒ Advanced search form

Field visibility ☒ Standard ☐ Special ☐ Advanced

No permissions, usual field visible to everyone according to configuration.

2

First aid certificate
accreditation

Select document

People / Profile



Claromentis Administrator

System Administrator



Profile

Thanks (0)

Address Suites 1 & 2,
6th Floor Vantage Point,
New England Rd,
Brighton,
BN1 4GW

Landline +44 0800 409 6101

Preferred contact method Email

LinkedIn claromentis-ltd

Twitter claromentis

Branch locations available to work for London, Brighton, Crawley

First aid certificate accreditation [First_aid_cert](#)

3

- Hyperlink

This field can only be displayed as a hyperlink which is configured as a custom clickable title set to lead to a desired URL.

Once on a user profile from the front end, the title entered will take the user to the URL when clicked.

e.g. use this field type to allow user portfolio's or published online content to be attributed to their profile for other users to engage with

1

Title Online Portfolio

Key online_portfolio

This Key is the metadata field's internal name used in searching and user import.
Key should contain only letters, numbers and "-"

Type Hyperlink

Show as Hyperlink

Default value

- ☐ Repeatable
☐ Visible even if no value
☐ Mandatory

- Display this field on
- ☒ "View profile" page
 - ☒ "Edit My profile" page
 - ☒ "Edit profile" page in admin area
 - ☐ Main users list
 - ☐ Users list for people admin
 - ☐ Advanced search form

Field visibility ☒ Standard ☐ Special ☐ Advanced

No permissions, usual field visible to everyone according to configuration.

Save changes

2

Online Portfolio

https://myownwebsite.com

Marketing Work



Claromentis Administrator

System Administrator



HR Tool

Profile

Thanks (0)

Address


Suites 1 & 2,
6th Floor Vantage Point,
New England Rd,
Brighton,
BN1 4GW

Endorsements

No endorsements yet

Landline

+44 0800 409 6101

Preferred contact method	Email
LinkedIn	claromentis-ltd
Twitter	claromentis
Branch locations available to work for	London, Brighton, Crawley
Online Portfolio	Marketing Work 

3

- User Select

This field can only be displayed as a user picker which allows another user with an Intranet profile to be selected and displayed.

The picker allows the user to type a name in and make a selection or click 'browse' to open a list and choose from it.

Once on a user profile from the front end, the user name entered becomes a link that leads to their profile.

e.g. use this field type to push an alternative contact for issues the original user cannot take on in their absence or if they cannot currently be reached.

1

Admin / People Control Panel / Configure user profile fields / Field properties

Title

Alternative Contact

Key

alternative_contact

This Key is the metadata field's internal name used in searching and user import.
Key should contain only letters, numbers and "-"

Type

User select

Show as

User picker

☐

Repeatable

☐

Visible even if no value

☐

Mandatory

Display this field on

☒ "View profile" page
☒ "Edit My profile" page
☒ "Edit profile" page in admin area
☐ Main users list
☐ Users list for people admin
☐ Advanced search form

Field visibility

☒ Standard
☐ Special
☐ Advanced

No permissions

usual field visible to everyone according to configuration

no permissions, add new visitors to everyone according to configuration.

Add new

2

Alternative Contact

Select user ▲

Browse

alan

Alan

Metcalfe

People / Profile



Claromentis Administrator

System Administrator



Profile

Thanks (0)

Address

Suites 1 & 2,
6th Floor Vantage Point,
New England Rd,
Brighton,
BN1 4GW

Landline

+44 0800 409 6101

Preferred contact method

Email

LinkedIn

claromentis-ltd

Twitter

claromentis

Alternative Contact

Alan Metcalfe

3

- Indicator (text and image)

This field type can be used to allow a user to make a selection from 5 options to demonstrate their feeling on the given metric.

Text is accompanied by an image that allows the user to make an informed selection.

e.g. Use this field type for work satisfaction or rate the relationship with a partner/client.

Within Claromentis there are two default sets of text and images that will work to suit the two aims above, with

images of smileys and stars respectively.

The 'show as' options are as a select field or radio buttons.

Using radio buttons will ensure the image is displayed next to each option, whereas select is only text based.

You can use the text given below to enter into the 'values' field for:

Smileys

Poor,/images/satisfaction/poor.png

Low,/images/satisfaction/low.png

Medium,/images/satisfaction/med.png

High,/images/satisfaction/high.png

Max,/images/satisfaction/max.png

Stars

one,/images/star/1.png

two,/images/star/2.png

three,/images/star/3.png

four,/images/star/4.png

five,/images/star/5.png

1



Title Work Satisfaction

Key work_satisfaction

This Key is the metadata field's internal name used in searching and user import.
Key should contain only letters, numbers and "-"

Type Indicator (text and image) ▾

Show as Radiobuttons ▾

Values

Poor,/images/satisfaction/poor.png
Low,/images/satisfaction/low.png
Medium,/images/satisfaction/med.png
High,/images/satisfaction/high.png

Insert available options, separated by a new line. Each option contains a text value and image URL after comma. For example: "Red,/images/default/red.gif"
[Click here to modify select values, also updating objects with a value already set.](#)

Default value

- ☐ Repeatable
☐ Visible even if no value
☐ Mandatory

- Display this field on
- ☒ "View profile" page
☒ "Edit My profile" page
☒ "Edit profile" page in admin area
☐ Main users list
☐ Users list for people admin
☐ Advanced search form

2

Work Satisfaction

☐ -- None -- ☐ Poor ☐ Low ☐ Medium ☐ High ☒ Max

People / Profile



Claromentis Administrator

System Administrator



Profile

Thanks (0)

Address Suites 1 & 2,
6th Floor Vantage Point,
New England Rd,
Brighton,
BN1 4GW

Landline +44 0800 409 6101

Preferred contact method Email

LinkedIn claromentis-ltd

Twitter claromentis

Rating 3

- File Upload

This field type can be used to allow users to attribute documents to their profile that are uploaded from their personal computer (rather than those held in the intranet's document application like the 'reference document')

field type requires)

This appears as a file upload field and a clickable link on the user profile from the front end.

The document will be downloaded when it's title is clicked.

e.g. use this field type to allow users to attribute a bio they have written about themselves

1

Admin / People Control Panel / Configure user profile fields / Field properties

Title

Key

This Key is the metadata field's internal name used in searching and user import.
Key should contain only letters, numbers and "_"

Type

Show as

☐ Repeatable

☐ Visible even if no value

☐ Mandatory

Display this field on

☒ "View profile" page

☒ "Edit My profile" page

☒ "Edit profile" page in admin area

☐ Main users list

☐ Users list for people admin

☐ Advanced search form


Field visibility ☒ Standard ☐ Special ☐ Advanced






No permissions, usual field visible to everyone according to configuration.

2

Bio

People / Profile

 **Claromentis Administrator**
System Administrator

[Profile](#) [Thanks \(0\)](#)

Address Suites 1 & 2,
6th Floor Vantage Point,
New England Rd

Endorsements
No endorsements yet

	New England Rd, Brighton, BN1 4GW
Landline	+44 0800 409 6101
Preferred contact method	Email
LinkedIn	claromentis-ltd
Twitter	claromentis
Bio	About Me.docx 3

- Image upload

This field type allows an image from the users personal computer or one stored in the documents application to display on their profile.

e.g use this field to allow users to upload images of their pets, families, sports clubs they are a part of or a favourite work related image

1


Admin / People Control Panel / Configure user profile fields / Field properties

Title	<input type="text" value="My furry friend"/>
Key	<input type="text" value="my_furry_friend"/>
	<small>This Key is the metadata field's internal name used in searching and user import. Key should contain only letters, numbers and "-"</small>
Type	<input type="text" value="Image upload"/>
Show as	<input type="text" value="Image upload control"/>
	<input type="checkbox"/> Repeatable <input type="checkbox"/> Visible even if no value <input type="checkbox"/> Mandatory
Display this field on	<input checked="" type="checkbox"/> "View profile" page <input checked="" type="checkbox"/> "Edit My profile" page <input checked="" type="checkbox"/> "Edit profile" page in admin area <input type="checkbox"/> Main users list <input type="checkbox"/> Users list for people admin <input type="checkbox"/> Advanced search form
Field visibility	<input checked="" type="radio"/> Standard <input type="radio"/> Special <input type="radio"/> Advanced <small>No permissions, usual field visible to everyone according to configuration.</small>

2






My furry friend

Upload image



Claromentis Administrator

System Administrator

[Profile](#)
[Thanks \(0\)](#)

Address

Suites 1 & 2,
6th Floor Vantage Point,
New England Rd,
Brighton,
BN1 4GW

Endorsements

No endorsements yet

Landline

+44 0800 409 6101

Preferred contact method

Email

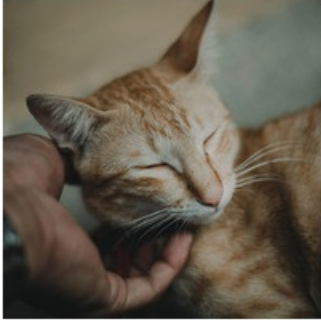
LinkedIn

claromentis-ltd

Twitter

claromentis

My furry friend



3

- Address

This field type separates each part of an address (town/city, state/county, postcode/ZIP, country) into fields, which is called the 'show as' address input format.

This is an alternative field to use for addresses specifically.

You can use a string type field to allow addresses to be entered by users as outlined earlier in this guide.

e.g. Use this field for a users home address (rather than using a string field) or to add an additional business address

1

[Admin](#) / [People Control Panel](#) / [Configure user profile fields](#) / Field properties

Title

Key

This Key is the metadata field's internal name used in searching and user import.

Key should contain only letters, numbers and "_"

Type

Address

Show as

Address input

Default value

- ☐ Repeatable
- ☐ Visible even if no value
- ☐ Mandatory

Display this field on

- ☒ "View profile" page
- ☒ "Edit My profile" page
- ☒ "Edit profile" page in admin area
- ☐ Main users list
- ☐ Users list for people admin
- ☐ Advanced search form

Field visibility

- ☒ Standard
- ☐ Special
- ☐ Advanced

No permissions, usual field visible to everyone according to configuration.

2

Address

Address Line 1

Address Line 2

Town/City

County/State/Province

Postcode/ZIP

Country

People / Profile



Claromentis Administrator

System Administrator



Profile

Thanks (0)

Landline

+44 0800 409 6101

Endorsements

No endorsements yet

Email

claromentis-ltd

claromentis

123, Fake Street
Brighton
BN1 XXX
England

3